






SANDHYA RAI


MS-OFFICE PROFICIENT

CONTACT

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 Kathmandu, Nepal

SKILLS

- Ms- word
- Ms-Excel
- Ms-power point
- Tally
- Barista

LANGUAGE

- Nepali
- English
- German
- Hindi

PROFESSIONAL PROFILE

I'm skilled in analysis and communication, thriving under pressure. Proficient in Microsoft Office and Tally. I efficiently handle tasks from documents to data. I bring discipline, motivation, and creative problem-solving to my work. Fueled by a passion for excellence, I consistently strive to exceed expectations and deliver impactful results.

WORK EXPERIENCE

Computer Assistant

April 2021 - June 2022

I served as a Computer Assistant at SK Agrawal & Company in Birtamode for a duration of one year. In this role, I actively contributed to the efficient functioning of computer systems, undertaking responsibilities related to data management, troubleshooting, and providing technical support. My experience has equipped me with valuable insights into maintaining a smooth and effective computer infrastructure within a professional setting.

Barista

October 2022 - April 2023

I completed a 3-month Advance Barista Course at Skills Factory Nepal, Dilibazar, with an enriching internship experience. This comprehensive training equipped me with the skills needed to excel in delivering high-quality beverages and thrive in a dynamic coffee industry setting.

Teaching

February 2020 - March 2021

I served as a Primary Level Teacher at Jasoda English Boarding School in Haldibari-2, Jhapa, contributing my teaching skills and fostering a positive learning environment for one year.

EDUCATION

Higher Level Education (+2)

In the Management faculty from Nidi Secondary school & indreni campus, Birtamode HSEB Board .2078 BS.

Secondary Education Examination (SEE)

From Haldibari secondary school , NEB 2075 BS.